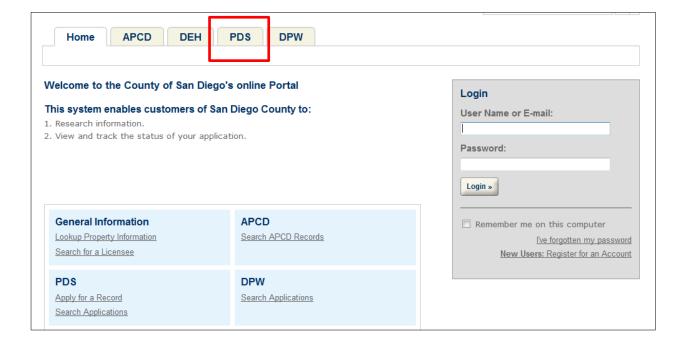
TOPIC: How to Make a Payment on a PDS Record

Accela Citizen Access (ACA) is the online tool for external public users to check the status of permits, conduct research, and make online deposits and payments to Records. This Help Guide focuses on the process of making an online payment to a Planning & Development Services (PDS) Record.

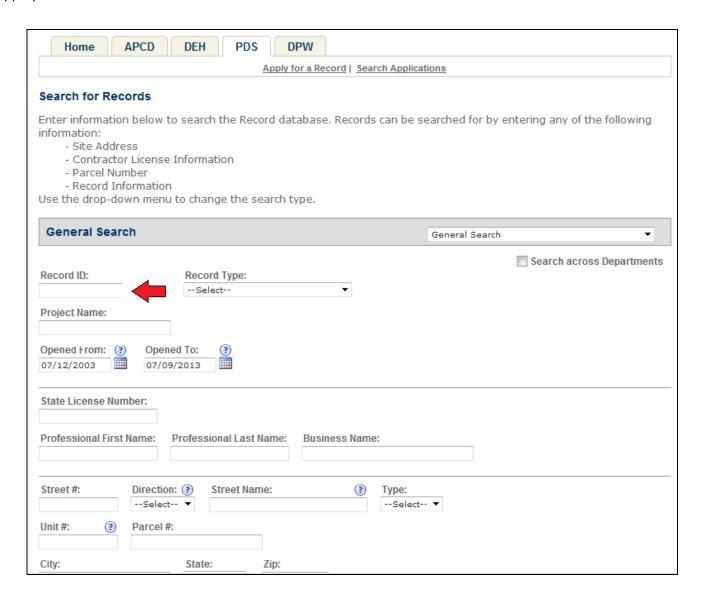
Note: Planning & Development Services only accepts electronic checks (e-checks) for online payments. There is a \$2.25 convenience fee per transaction.

Directions:

Go to https://publicservices.sdcounty.ca.gov/citizenaccess/ and select the PDS tab.



Search by Record ID or any other search criteria to locate your record. Click "Search" once you have entered the appropriate criteria.



Search results will display at the bottom of the screen. If outstanding fees are due a "Pay Fees Due" link will be available in the Action column to the right of the Record ID. Click the link to proceed with payment.



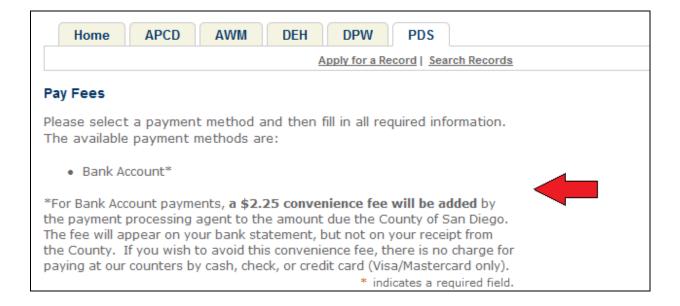
A summary of the fees due will display with a grand total due at the bottom of the list. Click the "Pay Fees" button to proceed with payment.



Note: We are unable to process partial payments. Payments must be made in full.

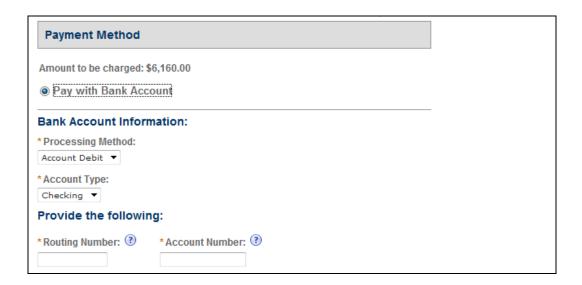


Note: In order to provide this service to our customers our payment processing agent collects a \$2.25 convenience fee for online payment transactions. The County does not receive any portion of this fee. To avoid paying a convenience fee, PDS accepts mailed in payments or you can pay in person at the County Permit Center.

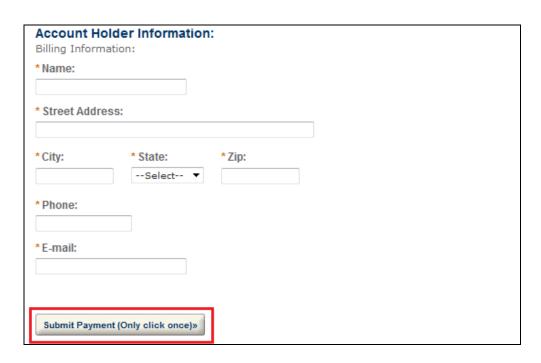


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Enter your information in all required fields.



Review that the payment information is correct before proceeding then click the "Submit Payment" button once. Clicking the "Submit Payment" button more than once will result in multiple charges to your account.



After clicking "Submit Payment," please wait while the system processes your payment. This may take up to a couple minutes. Once the payment has been processed, you will be presented with a payment successful screen. To print a receipt, click on the "Print/View Receipt" button.



Help Contact:

If you have questions regarding your payment on your PDS Record, please email you questions or comments to PDSDevDep@sdcounty.ca.gov. Please provide sufficient information in the email (e.g. Record ID, Payment amount and date, etc.) so that we will be better able to address your questions. You can also contact us by phone at (858) 694-2960 or (800) 411-0017.

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